

**Knights of Columbus
Milpitas Council No. 5796
16 Corning Ave., Ste. 258
Milpitas, CA 95035**

City Manager

MAR - 9 2004

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March 8, 2004

City Council of Milpitas

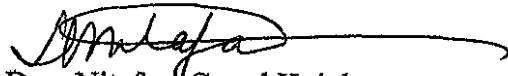
Dear Mayor Jose Esteves
Vice Mayor Trish Dixon
Councilman Bob Livengood
Councilwoman Althea Polanski
Councilman Armando Gomez

Based on the mandate of the City Council in 1995, The Knights of Columbus Milpitas Council No. 5796 was chosen by the said body to sponsor the annual event of choosing and honoring our Milpitas Citizen of the Year. The preparation and execution of this upcoming event are well underway and we will make it as a part of our 50th Anniversary celebration for our beloved City of Milpitas.

This year 2004, we are again holding this annual event in our Milpitas Community Center Auditorium and we would like to ask for the waiver of rental and insurance fees of \$504.80. Please see attached letter of rental and insurance fees assessment. Traditionally in the past, we don't even ask for a waiver of fees because it was automatically waived every year except last year. The event will be on Saturday, March 20, 2004 from 6pm to 12 midnight. You are all invited to this august event.

Thank you for your kind attention and immediate response on this request.

Sincerely,



Dem Nitafan, Grand Knight
Chairman of the Awards Dinner



CITY OF MILPITAS

455 EAST CALAVERAS BOULEVARD, MILPITAS, CALIFORNIA 95035-5479 • www.ci.milpitas.ca.gov

Dear Facility User,

This letter is to remind you of information regarding your upcoming rental on March 20, 2004, from 3 PM to 12 AM at the Community Center. Please submit the following items to the Community Center, 457 E. Calaveras Blvd. no later than February 20, 2004:

☒ Room Diagram (if no diagram is submitted, the set-up will be determined by the staff on duty).

☒ Final Rental Fees \$ 323 (must be cash, cashier's check, VISA/MasterCard or Discover).

☒ Proof of insurance (City of Milpitas as an additional insured) OR \$ 181.80 for insurance through the City of Milpitas

☐ Security Guard Contract

Total Fees Due: \$ 504.80

Please note: The office must be notified no less than 30 days for changes to the rental hours.

Thanks for your assistance in this matter. If you have any questions or concerns regarding your rental, please do not hesitate to contact me. I can be reached at (408) 586-3294. Thanks again for choosing our facility!

Sincerely,

Dean Bradshaw
Facility Coordinator
City of Milpitas
Recreation Services
(408) 586-3294